



KEY LARGO FIRE RESCUE & EMERGENCY MEDICAL SERVICES DISTRICT

Seat 1: Tony Allen; Seat 2: Jennifer Miller; Seat 3: Bob Thomas; Seat 4: George Mirabella; Seat 5: Marilyn Beyer

DISTRICT MEETING OCTOBER 21, 2013 – DRAFT

1. AGENDA

1.A. Call to Order

Chairman Miller called the meeting to order at 6:00 p.m.

1.B. Roll Call

Vicky Fay called the roll. The following Commissioners were present: Tony Allen, Marilyn Beyer, Jennifer Miller, George Mirabella and Bob Thomas. There was a quorum.

Also present were: Scott Black, Don Bock, Vicky Fay, Ronnie Fell, James Griffeth, Scott Robinson, and Jennifer Zimmer. The meeting was held at Station #24.

2. APPROVAL OF AGENDA & MINUTES

2.A. Approval of October 21, 2013 District Meeting Agenda

Motion: Commissioner Allen made a motion to ***approve the October 21, 2013 District Meeting Agenda with the change to move Item 7.B.2. to Item 7.J.***

Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

2.B. Approval of Minutes

2.B.1 Approval of September 16, 2013 Final Public Hearing Meeting Minutes

2.B.2 Approval of September 16, 2013 District Meeting Minutes

Motion: Commissioner Thomas made a motion to ***approve the September 16, 2013 Final Public Hearing Meeting Minutes.*** The motion was seconded by Commissioner Mirabella, and the motion was unanimously passed by the Board.

Motion: Commissioner Mirabella made a motion to ***approve the September 16, 2013 District Meeting Minutes.*** The motion was seconded by Commissioner Thomas, and the motion was unanimously passed by the Board.

3. CHAIRMAN'S REPORT

The Chairman did not have any items to present to the Board.

4. SECRETARY'S REPORT

There were no new items presented to the Board by the Secretary.

5. PUBLIC COMMENT

There were no requests from the General Public to address the Board.



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6. OLD BUSINESS

6.A. Discussion: Fire Hydrants

Commissioner Thomas reported that eight hydrant specifications were sent to FCAA. One specification was not in order; however, it has been corrected. Marnie Walterson sent the specification package to FDOT today. The permitting will take approximately two months. There was a hydrant location list sent to FCAA with 30 hydrant locations (16 of the lines were less than the necessary 6", and all lines require a pressure indicator).

7. NEW BUSINESS

7.A. Motion/Approval: Purchase Orders

7.A.1. KLVFD: Buy Access.com (Station 24 & 25 Door Locks) \$3,921.35

This system provides tracking of everyone entering and exiting the stations.

Motion: Commissioner Thomas made a motion to **approve the Purchase Order for the KLVFD to Buy Access.com for the new door locks for Station 24 & 25 in the amount of \$3,921.35.** Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

7.B. Motion/Approval: Check Requests

7.B.1. KLVFD: PGIT (Workman's Compensation) \$12,613.50

Motion: Commissioner Thomas made a motion to **approve the Check Request to PGIT for the Workman's Compensation in the amount of \$12,613.50.** The motion was seconded by Commissioner Beyer, and the motion was unanimously passed by the Board.

7.C. Motion/Approval; Travel Request

The department would like to send four firefighters to the Great Florida Fire School for training.

7.C.1. KLVFD: Great Florida Fire School - Joseph Hanna \$414.00

7.C.2. KLVFD: Great Florida Fire School - Melvin Marte \$906.00

7.C.3. KLVFD: Great Florida Fire School – Eric Fundora \$1,786.00

7.C.4. KLVFD: Great Florida Fire School – Eric Fundora \$414.00

Motion: Commissioner Thomas made a motion to **approve the Travel Requests for Hanna, Marte, Fundora and a fourth firefighter to attend the Great Florida Fire School in the amount of \$3,520.00.** Commissioner Beyer seconded the motion, and the Board unanimously passed the motion.

7.C.5. District: Commissioner Beyer (VCOS Conference) \$1,131.55

Motion: Commissioner Allen made a motion to **approve Commissioner Beyer's Travel Request to attend the VCOS Conference in the amount of \$1,131.55.**

The motion was seconded by Commissioner Mirabella, and the motion was unanimously passed by the Board.



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7.D. KLVFD: Reimbursement

7.D.1. Discussion: Changes to Reimbursement Policy

The Reimbursement Policy for the Fire Department was revised. Volunteers will now work a minimum of three 24 hour shifts before receiving reimbursement. Volunteers will also attend one training session or corporate meeting monthly. The Reimbursement Policy was also changed to allow the Chief the opportunity to waive the cap if additional staff is required. Chief Bock will revise the Reimbursement Schedule to remove two lines regarding Station Shifts.

7.D.2. Approval/Motion: Reimbursement \$408.21

Motion: Commissioner Allen made a motion *to approve the addendum to the KLVFD September 2013 Reimbursement, in the amount of \$408.21*. The motion was seconded by Commissioner Mirabella, and the motion was unanimously passed by the Board.

7.E. Motion/Approval: Draft Thank You Resolution to BOCC for 304 Fund Support

Commissioner Thomas recommended the District draft a formal resolution to Thank the BOCC for the \$250,000.

Motion: Commissioner Thomas made a motion *to direct Legal Counsel to prepare a Resolution to thank the BOCC for the \$250,000 (304 Fund Support)*. The motion was seconded by Commissioner Beyer, and the motion was unanimously passed by the Board.

7.F. Discussion: Governor's Report

The draft report was received from the Governor's Office. Commissioner Thomas extended appreciation to everyone who helped to review and revise the report.

7.G. Motion/Approval: Open Contract Negotiations with Corps & New KLVFD

Commissioner Thomas requested the Board start the negotiations with the Corps or the Fire Dept. Thomas also requested Legal Counsel open negotiations with the new fire dept. Scott Black recommended Legal review the contract, and bring a proposed contract back to the Board for approval.

Prior to the transition, Commissioner Thomas met with the old fire department, and indicated that if the department pursued the items requested by the District Board, the District would see what they could do. As of this date, none of the recommended changes were incorporated that were recommended by the District Board.

Motion: Commissioner Thomas made a motion *to direct counsel to open negotiations with the new KLVFD or the Ambulance Corps*. The motion was seconded by Commissioner Beyer and the motion was unanimously passed by the Board.



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7.H. Discussion: Building, Land, Equipment, Lease

Commissioner Mirabella has been working to setup a meeting with the old Fire Dept to discuss turning items over to the new department. As of this meeting, the old fire department has not responded to his efforts.

Commissioner Mirabella would like to be optimistic; however, he would like to know what the District's options are at this time. Legal was directed to bring back the options with a proposed budget to the next District meeting. Commissioner Thomas reminded everyone, it is public land. The property and equipment were purchased by the fire department, the firefighters have not changed. The question is "Why should they be deprived of the equipment and supplies given to them by the community? It is the same trucks, station and firefighters." The old fire department is a not for profit organization.

7.I. Motion/Approval: Direct Legal to Take Action to Transfer to District KLFDRD 501c Funds to New KLVFD

Motion: Commissioner Mirabella made a motion ***to direct Legal Counsel to identify the District's option with the required funding and bring the options/funding to the next District Board Meeting.*** The motion was seconded by Commissioner Thomas, and the vote passed as follows: Allen (Yes), Beyer (Yes), Mirabella (Yes), Thomas (Yes) and Miller (No).

7.J. KLVFD: Jack Bridges \$420.00

Motion: Commissioner Thomas made a motion ***to approve the Check Request to Jack Bridges in the amount of \$420.00 for legal work to prepare the Fire Department Contract with the District.*** The motion was seconded by Commissioner Beyer, and the vote passed as follows: Allen (Yes), Beyer (Yes), Mirabella (Yes), Thomas (Yes) and Miller (No).

8. FINANCIAL REPORT

8.A. Approved KLF&EMS FY 2013-2014 Budget

There were no questions regarding the 2013-2014 Adopted District Budget.

8.B. KLF&EMS District Financial Report (August 2013)

Jennifer Zimmer discussed the August 2013 District Financial Report. The District is 91.7% through the budget year. The District Budget is at 86.2%, the KLVFD is at 76.4%, and the Corps is at 88.8 of budget. A Budget Amendment will be prepared to show grant income. Two refunds were received. Betsy worked with Workers Comp on a 7-year old claim, and the department received an \$1,800 refund. There was also a \$242.00 health insurance rebate.

9. LEGAL COUNSEL REPORT

The Supreme Court denied the review of the Corey Freeman lawsuit. The budgeted legal fees will be returned to the fund balance. There will be a closed session on November 4th to discuss reimbursement of legal fees.



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10. EMS DEPARTMENT REPORT

10.1. KLVAC Monthly Report (Sept 2013)

Ronnie Fell reported Ambulance #74 is back from Sawgrass. It was a diesel sensor problem. Commissioner Thomas complimented the tremendous job for the annual fire prevention event at KMART.

11. FIRE DEPARTMENT REPORT

James Griffeth reported the Ladder truck and Tanker will be delivered in November. Approximately 350 to 400 people attended the fire protection event at KMART. Commissioner Thomas would like to see more advertising. There will be a community event for the new trucks. There was a dive accident on the Spiegel Grove. The victim was a 21 year veteran of a fire dept.

October is fire protection month, and fire protection training will be provided to about 1,100 kids this month. There is a grant available until April for smoke detectors. Commissioner Mirabella is working with the department to see how many smoke detectors may be requested for the community.

12. COMMISSIONER ITEMS

The Strategic Plan results will be discussed at the November 4, 2013 meeting. The Strategic Plan Workshop on November 16th, and will be rescheduled.

13. ADJOURN

Commissioner Mirabella made a Motion to adjourn at 6:48 p.m., which was seconded by Commissioner Allen and was unanimously approved by the Board:

Next Scheduled Meetings:

November 4, 2013 & November 18, 2013 District Meeting

November 16, 2013 District Workshop (Strategic Plan)

December 2, 2013 & December 16, 2013 District Meeting

DOCUMENTS

130916 Budget Workshop Meeting Minutes

130916 District Meeting Minutes

131002 Purchase Order Buy Access.com \$3,921.35 (Station 24 & 25 Locks)

1310__ Purchase Order TEN-8 \$18,913.70 (Bunker Gear)

131007 Check Request: PGIT Workman's Compensation

131002 Check Request Jack Bridges \$420.00

1310__ Travel Request Great Florida Fire School (Hanna, Marte, Paz, TBD)

131009 Check Request KLVFD Reimbursement \$408.21

131021 District Response to Draft Governor's Report

131007 KLVAC & KLVFD Contract, Draft 1

130918 Approved KLF&EMS FY 2013-2014 Budget

130831 KLF&EMS District Financial Report (130831)

130831 KLVAC Monthly Report (130930)